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Report for Week Ending 29 August 1956
from
PROJECT STAFF

Projects 4-83, 4-84, 4-96, 5-59, 5-68

No change from previous report.

General Information

1. Completed evaluation of Suggestions numbered 1157, 2068, 2521, and 2482.
2. Courier Receipt Project: Initiated pilot test re use of window envelopes to house receipt and also serve as an address. Test to run 30 days to determine durability and practicability.
3. A comparison of safe cabinet issuances for the past six years with Records Disposition for the same period indicates a direct correlation and reflects an average saving of \$459,750 in cabinet procurement for the past 2 years.

<u>Year</u>	<u>Record Center Receipts</u>	<u>Cabinet Issuances</u>	<u>Cabinet Cost</u>	<u>Total Cost</u>
1951	950 cu.ft.	1904	\$314.00	\$597,000
1952	1022 cu.ft.	2267	314.00	712,000
1953	4944 cu.ft.	1933	314.00	607,000
1954	7763 cu.ft.	1599	314.00	502,000
1955	6061 cu.ft.	376	314.00	118,000
1956	10704 cu.ft.	546	314.00	171,500

51-54 average cost \$604,500

55-56 average cost \$144,750

Difference \$459,750 - Average annual saving for 1955 & 1956

4. A reply to Budget Bureau Bulletin 57-3 was forwarded for [REDACTED] signature. The bulletin concerned recommendations as to records retention practices and establishment of liaison with the Bureau. 25X1A9a
5. I attended a demonstration of Knoll Associates, Inc. with other members of the committee formed to recommend furniture standards for the new building.

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6. Eight members of the Records Management Staff took the OCR-IBM aptitude test for machine procedure and planning ability.
7. A comparison was made of VM schedules with related Records Control Schedules. A common identification of the records covered was determined to be unfeasible.
8. A requisition for 35 5 drawer non-safe cabinets was approved for ORR. A vaulted area has been established and these cabinets will replace 40 4 drawer safes.

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